

**APPENDIX 4**  
**EMERGENCY GUIDELINES FOR PRESIDING OFFICER**  
**(SUMMARIZED)**

**A. MEDICAL ASSISTANCE, SECURITY MATTERS, HOSTILE WITNESSES, OVERCROWDING, SOUND SYSTEM ISSUES**

If during the course of a hearing or meeting the presiding officer or a committee member has concerns about someone in the hearing or any other matter, call or send someone to the Sergeant at Arms offices (in the House, Room 470 or call 444-4200 and in the Senate, Room 375 or call 444-4878), notify the nearest House or Senate security officer (in blue or burgundy blazers), the Capitol security officers (in uniform and at the first floor guard desk), or call Lenore Adams (Legislative Branch Emergency Action Team Coordinator) cell number 431-7890. The presiding officer, a committee member, or staff can call regarding medical assistance, security matters, hostile witnesses, overcrowding, sound system issues, or any other concern. The Sergeants at Arms can use radios or other means to summon security, Department of Administration General Services, Helena Police, or a medical response team, as necessary. All security personnel are connected by radios.

**B. MEDICAL EMERGENCY**

For a medical emergency, **call 911 immediately** and send a runner or make a call to the Sergeant at Arms office to summon in-building help. There are AED (Automated External Defibrillator) units on the second floor and at the guard's desk on the first floor. Personnel within the building are trained in their use. The in-building emergency response team will be activated by the Sergeants at Arms or security staff to assist until the EMTs arrive.

**C. FIRE ALARM OR EVACUATION**

In the event of a fire alarm or evacuation, the presiding officer and any staff member present should assist the Department of Administration General Services Division, security personnel, or orange-vested safety team member to clear the room, evacuate the building, and then report to the assembly area for check-in. The presiding officer and the staff should remain calm and help maintain a sense of authority and order. This is especially important to the visitors and guests to whom the procedures will be unknown. By encouraging others to cooperate and to stay together, a presiding officer can lead by example and help set the tone for the entire evacuation or event.

**D. BOMB THREAT**

In the event of a bomb threat, contact the Sergeant at Arms' office or call 911. This will initiate the Capitol Complex response. Do not pull the fire alarm for anything other than an actual or suspected fire.

#### **E. SUSPICIOUS MAIL**

For a threatening letter, note, or other suspicious mail, it is important to report it immediately to the Sergeants at Arms or security. Even if you think it is an isolated event or do not feel threatened, it is important to track these items because sometimes there are trends or the letters escalate to involve other Legislators. Do not handle the item further and do not expose additional people to it.

#### **F. EARTHQUAKE**

In the event of an earthquake, drop under a piece of furniture, cover your head and neck, and hold on until the movement stops. Then immediately evacuate the building while assisting those with injuries.

#### **G. LOCKDOWN PROCEDURES**

In the event that you hear gunshots or are warned to lockdown, immediately secure the doors, turn out the lights, stay quiet, and have everyone stay down on the floor. Call 444-3060 and give the committee name, location, and the number of people in the room. If there are life-threatening injuries or medical conditions, call 911 to report them. The lockdown procedures are in the bill cabinet in every hearing room (red/green hanging packet) for additional information on the evacuation procedure that will be followed after an incident. Once a lockdown has been declared, do not exit the room until police or security officers evacuate you.

#### **H. COMMITTEE PROCEDURES**

The presiding officer, the staff assigned to the committee, and the committee secretary should discuss beforehand the various exits from their hearing room (maps are posted above the light switch) and decide who will lead the way out and who will follow the group. All staff and legislators should have read and be familiar with the Emergency Action Plan for the Capitol Building. The Emergency Action Plan covers numerous scenarios in depth and offers an explanation of the Capitol Complex emergency procedures that the Legislature and staff follow. It will be distributed to you by the Sergeants at Arms.

It is vital that after an evacuation legislators and staff immediately report to the Sergeants at Arms at the assembly point so that everyone is accounted for as soon as possible. If you are aware of someone who may be trapped or is missing, it is your responsibility to report that information to a security officer or orange-vested safety person as soon as possible. If you have any questions about this material or other issues, please seek clarification from the Branch Coordinator or the Sergeant at Arms. Working together we can all be safer and more secure.

Updated October 2010, Lenore M. Adams, Legislative Branch Emergency Action Coordinator, Cell number 431-7890, Office number 444-4456.